



FILTON TOWN COUNCIL

ELM PARK | FILTON | SOUTH GLOUCESTERSHIRE | BS34 7PS

Web: www.filtontowncouncil.gov.uk E-mail: lesley.reuben@filtontowncouncil.gov.uk

Town Clerk: Lesley Reuben

Tel: 01454 866698

FULL COUNCIL MEETING (Finance & General Purposes) – All Town Council Members

4th February 2021

Dear Member

You are hereby summoned to A VIRTUAL meeting of the FULL COUNCIL (FINANCE & GENERAL PURPOSES) will be held on Tuesday 9th February 2021 7pm

Join Zoom Meeting

<https://us02web.zoom.us/j/87113120811?pwd=eXBjQWFXNU9HN0VvK25sUW5TUkVpdz09>

Meeting ID: 871 1312 0811

Passcode: 636806

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Find your local number: <https://us02web.zoom.us/u/kdOCI5tAG1>

Yours sincerely,

A handwritten signature in black ink, appearing to read 'L.A. Reuben', followed by a small dot.

L.A. Reuben
Town Clerk.

Public and press are welcome to view all council meetings - member of the public joining the meeting will need to identify themselves and will be muted throughout the meeting unless invited to speak.

A G E N D A

Part 1

1. Apologies for Absence
2. Declarations of Interest
3. To approve the Minutes of the meeting held 12th January 2021 (pages 1-2)
4. Matters of report arising from the minutes not otherwise covered by the Agenda
5. Public Participation – need to be sent to Town Clerk 48 hrs prior to meeting
6. Planning Committee Selection (5 members minimum)

7. Pavilion Boiler Repairs (to be circulated)
8. Third Avenue Fencing Repairs (to be circulated)
9. Income & Expenditure Reports Month 9 (*pages 3-12*)
10. Balance Sheet Month 9 (*pages 13-14*)
11. Payments for information up to date (*pages 15*)

Part 2 – Excluding Press and Public

12. Staffing Committee minutes of the meeting held 1st December 2020 (*page 16*)

D R A F T

Minutes of the virtual meeting of the **FULL COUNCIL FINANCE & GENERAL PURPOSES** held on Tuesday 12th January 2021 on held remotely via **ZOOM CONFERENCE CALLING**.

PRESENT: Cllrs: - D Collins, M Chaudhry, K Briffett, A Doyle, T Mewies, I Scott, C Wood, A Monk, B Mead, A Kenyon, A Robinson,

ALSO PRESENT: L Reuben (Town Clerk) C Westcott (Administrator)

APOLOGIES: Cllrs: - J Tucker, A Johnstone

NON-ATTENDANCE: - Cllrs: -

F.154 APOLOGIES FOR ABSENCE: Cllrs apologies were noted.

F. 155 DECLARATION OF INTEREST: There were none. Discussions took place regarding Councillors ensuring that their Register of Interest's are always kept accurate.

F.156 MINUTES: Minutes from the meeting held 10th November 2020 were approved as accurate.

F.157 MATTERS OF REPORT ARISING FROM MINUTES: None.

F.158 PUBLIC PARTICIPATION: An email had been received from a resident expressing concerns about Filton Town Council allowing their play areas, outdoor gym and skate park to remain open. The Town Clerk has followed all government guidelines and would like the Council to decide on what action to take. After a discussion it was voted 10 FOR and 1 AGAINST to keep the areas open at present but to publicise the safe use of all the public areas at Elm Park.

F.159 TO DISCUSS AND SET 2021-2022 PRECEPT REQUIREMENTS: The proposed budget tabled suggested that Filton Town Council set 0.45% decrease which allowed for a 0% increase per Band D property. Savings had been made within the salary budget but there would be no job losses as a result of this. There would however be a slight reduction in the general reserves. A discussion took place regarding issues with 0% increases and its implications of on future years, if increases were not made in line with inflation. It was resolved that the Town Clerk resubmit figures with several percentage scenarios and bring back to January 2021 Full Council meeting.

ACTION Town Council Office

F.160 CONCLUSION OF 2020-2021 EXTERNAL AUDIT: was discussed and it was confirmed that this was on the FTC website. The Town Clerk to circulate to members the Box 7 & 8 explanation that the external auditors had since acknowledged receipt after the conclusion had been issued.

F.161 REVIEW OF SERVICES TIMELINE: Due to the current lockdown the timeline has been extended. It was reported that members will receive a report on the best way forward by the end of March which will include recommendations on the approach to public consultation. Council commitment would need to be by the end of April by which time it was hoped that any controversial elements would be ironed out prior to appointment of any potential operator.

F.162 RATEPAYERS LICENCE RENEWAL: It was proposed and seconded to renew the licence. VOTED unanimously FOR.

F.162 FACE funding: Debbie Teml submitted a report for Filton Town Council for them to continue to receive the funding as of the previous years. It was agreed to keep the funding as have the previous the years. Filton Town Council formally thanked FACE for all the out-reach work they have done for Filton during the past 12 months. Filton Town Council also asked FACE to submit a proposal to engage in more community engagement work.

F.149 INCOME & EXPENDITURE REPORTS MONTH 9: The reports were noted.

F.150 BALANCE SHEET MONTH 9: The report was noted.

F.151 PAYMENTS FOR INFORMATION: The document was noted.

Part 2 excluding press and public.

F.152 STAFFING COMMITTEE MINUTES OF MEETING HELD 3rd NOVEMBER 2020: The minutes were noted.

There being no further business the meeting closed at 8.35 PM.

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Leisure Centre - General</u>								
1001 RENT RECEIVED	0	128	1,583	1,456			8.1%	
1010 Pavillion Hire	0	250	6,500	6,250			3.8%	
1011 HALL BLOCK BOOKINGS	0	0	3,000	3,000			0.0%	
1013 EQUIPMENT HIRE INCOME	0	0	25	25			0.0%	
1054 Softplay Income	0	(274)	10,000	10,274			(2.7%)	
1080 MISCELLANEOUS INCOME	0	8	500	492			1.7%	
1088 HMRC JRS Grant	3,802	150,984	0	(150,984)			0.0%	
Leisure Centre - General :- Income	3,802	151,096	21,608	(129,488)			699.3%	0
4001 SALARIES & WAGES	33,586	296,920	554,509	257,589	257,589		53.5%	
4003 COST OF TRAINING COURSES	0	103	1,000	898	898		10.3%	
4006 PROTECTIVE CLOTHING	0	0	1,000	1,000	1,000		0.0%	
4008 TRAINING	0	82	1,000	918	918		8.2%	
4011 RATES	6,246	43,726	62,800	19,074	19,074		69.6%	
4014 ELECTRICITY	236	3,144	2,500	(644)	(644)		125.7%	
4015 GAS	2,079	3,711	4,500	789	789		82.5%	
4016 JANITORIAL	394	2,089	5,500	3,411	3,411		38.0%	
4017 HEALTH & SAFETY	0	2,679	800	(1,879)	(1,879)		334.8%	
4018 REFUSE DISPOSAL	0	6,382	7,500	1,118	1,118		85.1%	
4021 TELEPHONE & FAX	0	347	600	253	253		57.8%	
4023 STATIONERY/PRINTING	0	33	2,000	1,967	1,967		1.6%	
4025 INSURANCE	1,830	11,991	12,000	9	9		99.9%	
4030 RECRUITMENT ADVTG	0	0	1,000	1,000	1,000		0.0%	
4032 PUBLICITY	0	688	3,000	2,313	2,313		22.9%	
4035 SECURITY COSTS	98	1,785	8,000	6,215	6,215		22.3%	
4036 PROPERTY MAINTCE	198	8,308	10,000	1,692	1,692		83.1%	
4038 MAINTENANCE CTRCTS	45	1,784	8,000	6,216	6,216		22.3%	
4040 EQUIPMENT & SMALL TOOLS	0	458	1,500	1,042	1,042		30.6%	
4042 EQUIPMENT MAINTCE	1,158	1,158	500	(658)	(658)		231.6%	
4051 BANK CHARGES	(1,011)	982	5,000	4,018	4,018		19.6%	
4069 Irrecoverable VAT	0	0	10,000	10,000	10,000		0.0%	
4115 LICENCES	0	0	450	450	450		0.0%	
Leisure Centre - General :- Indirect Expenditure	44,859	386,369	703,159	316,790	0	316,790	54.9%	0
Net Income over Expenditure	(41,057)	(235,273)	(681,551)	(446,278)				
<u>102 Leisure Centre - Swimming Pool</u>								
1012 Bouncy Castle Parties	0	0	500	500			0.0%	
1020 SWIMMING - PUBLIC	1,550	7,281	55,000	47,719			13.2%	
1021 SWIMMING - LESSONS	1,657	12,732	200,000	187,268			6.4%	

Detailed Income & Expenditure by Budget Heading 04/02/2021

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Cost Centre Report

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1022 SWIMMING - SCHOOLS	0	(690)	25,000	25,690			(2.8%)	
1023 SWIMMING - CLUBS	6,255	7,725	24,000	16,275			32.2%	
1024 SALES (STOCK) POOL	100	267	5,000	4,733			5.3%	
1025 Pool Parties	0	(333)	4,500	4,833			(7.4%)	
1027 Aqua Fit	379	2,000	6,000	4,000			33.3%	
1028 Lifeguard Courses	0	0	4,000	4,000			0.0%	
1099 TILL DISCREPANCIES	13	38	0	(38)			0.0%	
Leisure Centre - Swimming Pool :- Income	<u>9,954</u>	<u>29,020</u>	<u>324,000</u>	<u>294,980</u>			<u>9.0%</u>	<u>0</u>
4103 PURCHASES FOR RESALE	0	358	4,000	3,642		3,642	9.0%	
Leisure Centre - Swimming Pool :- Direct Expenditure	<u>0</u>	<u>358</u>	<u>4,000</u>	<u>3,642</u>	<u>0</u>	<u>3,642</u>	<u>9.0%</u>	<u>0</u>
4002 TEMPORARY & CASUAL STAFF	0	165	3,000	2,835		2,835	5.5%	
4008 TRAINING	211	671	2,000	1,329		1,329	33.6%	
4012 WATER RATES	1,406	11,745	20,000	8,255		8,255	58.7%	
4014 ELECTRICITY	2,352	20,541	30,000	9,459		9,459	68.5%	
4015 GAS	0	9,402	32,000	22,598		22,598	29.4%	
4017 HEALTH & SAFETY	0	1,250	1,500	250		250	83.3%	
4020 SUNDRY OFFICE & IT COSTS	0	320	3,500	3,180		3,180	9.1%	
4024 SUBSCRIPTIONS	0	0	300	300		300	0.0%	
4036 PROPERTY MAINTCE	0	714	2,500	1,786		1,786	28.6%	
4038 MAINTENANCE CTRCTS	0	741	2,400	1,659		1,659	30.9%	
4040 EQUIPMENT & SMALL TOOLS	0	18	500	482		482	3.5%	
4042 EQUIPMENT MAINTCE	0	1,814	30,000	28,186		28,186	6.0%	
4115 LICENCES	0	75	0	(75)		(75)	0.0%	
4120 POOL CHEMICALS	37	1,419	4,500	3,081		3,081	31.5%	
4125 POOL PURCHASES NOT FOR RESALE	0	121	2,000	1,879		1,879	6.1%	
Leisure Centre - Swimming Pool :- Indirect Expenditure	<u>4,007</u>	<u>48,996</u>	<u>134,200</u>	<u>85,204</u>	<u>0</u>	<u>85,204</u>	<u>36.5%</u>	<u>0</u>
Net Income over Expenditure	<u>5,947</u>	<u>(20,335)</u>	<u>185,800</u>	<u>206,135</u>				
<u>103 Leisure Centre - Pool Vending</u>								
1030 Vending Machine Income	0	0	500	500			0.0%	
Leisure Centre - Pool Vending :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>				
<u>104 Leisure Centre - Bar</u>								
1001 RENT RECEIVED	725	5,775	8,700	2,925			66.4%	
1031 MACHINE INCOME	0	0	800	800			0.0%	
1032 Tickets	0	0	700	700			0.0%	
1040 BAR INCOME - LOUNGE	0	14,960	125,000	110,040			12.0%	

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Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1041 BAR INCOME - HALL	0	0	13,000	13,000			0.0%	
1049 CAFE INCOME	0	46	3,500	3,454			1.3%	
1056 FUNCTION ROOM HIRE	0	110	750	640			14.7%	
1088 HMRC JRS Grant	2,721	21,383	0	(21,383)			0.0%	
1095 INSURANCE CLAIM	0	8,802	0	(8,802)			0.0%	
1099 TILL DISCREPANCIES	(1)	(244)	0	244			0.0%	
Leisure Centre - Bar :- Income	3,445	50,831	152,450	101,619			33.3%	0
4101 PURCHASES - WET STOCK	0	6,049	55,900	49,851		49,851	10.8%	
4102 PURCHASES - DRY STOCK	85	295	3,000	2,705		2,705	9.8%	
4109 PURCHASES - CAFE	0	123	2,000	1,877		1,877	6.2%	
Leisure Centre - Bar :- Direct Expenditure	85	6,467	60,900	54,433	0	54,433	10.6%	0
4001 SALARIES & WAGES	5,162	45,826	86,114	40,288		40,288	53.2%	
4008 TRAINING	0	0	500	500		500	0.0%	
4014 ELECTRICITY	97	97	0	(97)		(97)	0.0%	
4020 SUNDRY OFFICE & IT COSTS	53	210	0	(210)		(210)	0.0%	
4036 PROPERTY MAINTCE	0	469	3,000	2,531		2,531	15.6%	
4038 MAINTENANCE CTRCTS	0	398	305	(93)		(93)	130.5%	
4040 EQUIPMENT & SMALL TOOLS	0	356	400	44		44	89.1%	
4041 EQUIPMENT HIRE	182	1,130	6,000	4,870		4,870	18.8%	
4051 BANK CHARGES	0	74	500	426		426	14.8%	
4060 OTHER PROF FEES	0	200	1,200	1,000		1,000	16.7%	
4104 BAR SUNDRIES	0	21	500	479		479	4.2%	
4110 PROMOTIONS	0	0	3,500	3,500		3,500	0.0%	
4115 LICENCES	0	258	1,500	1,242		1,242	17.2%	
4116 GAMING MACHINE DUTY	0	0	350	350		350	0.0%	
Leisure Centre - Bar :- Indirect Expenditure	5,493	49,040	103,869	54,829	0	54,829	47.2%	0
Net Income over Expenditure	(2,134)	(4,676)	(12,319)	(7,643)				
<u>105 Leisure Centre - Indoor Sports</u>								
1050 BADMINTON FEES	0	(213)	1,500	1,713			(14.2%)	
1051 SNOOKER FEES	0	0	5,000	5,000			0.0%	
1052 PARTY ROOM HIRE	0	(13)	3,000	3,013			(0.4%)	
1053 SKITTLE ALLEY	0	0	200	200			0.0%	
Leisure Centre - Indoor Sports :- Income	0	(226)	9,700	9,926			(2.3%)	0
4014 ELECTRICITY	0	1,386	12,000	10,614		10,614	11.5%	
4036 PROPERTY MAINTCE	0	0	4,000	4,000		4,000	0.0%	
4038 MAINTENANCE CTRCTS	0	0	1,000	1,000		1,000	0.0%	
Leisure Centre - Indoor Sports :- Indirect Expenditure	0	1,386	17,000	15,614	0	15,614	8.2%	0
Net Income over Expenditure	0	(1,612)	(7,300)	(5,688)				

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Leisure Centre - Outdoor Sport</u>								
1060 GRASS INCOME	67	987	4,590	3,603			21.5%	
1061 OUTSIDE COURTS	0	0	100	100			0.0%	
1063 Petanque Income	0	(6)	125	131			(5.0%)	
Leisure Centre - Outdoor Sport :- Income	<u>67</u>	<u>980</u>	<u>4,815</u>	<u>3,834</u>			<u>20.4%</u>	<u>0</u>
4014 ELECTRICITY	0	167	250	83		83	66.9%	
Leisure Centre - Outdoor Sport :- Indirect Expenditure	<u>0</u>	<u>167</u>	<u>250</u>	<u>83</u>	<u>0</u>	<u>83</u>	<u>66.9%</u>	<u>0</u>
Net Income over Expenditure	<u>67</u>	<u>813</u>	<u>4,565</u>	<u>3,752</u>				
<u>201 Playing Fields</u>								
1201 Field Hire Income	0	0	2,500	2,500			0.0%	
Playing Fields :- Income	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	506	2,250	1,744		1,744	22.5%	
4115 LICENCES	0	0	250	250		250	0.0%	
Playing Fields :- Indirect Expenditure	<u>0</u>	<u>506</u>	<u>2,500</u>	<u>1,994</u>	<u>0</u>	<u>1,994</u>	<u>20.3%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(506)</u>	<u>0</u>	<u>506</u>				
<u>202 Play Areas</u>								
4037 GROUNDS MAINTENANCE	0	478	1,000	522		522	47.8%	
4042 EQUIPMENT MAINTCE	0	111	1,000	890		890	11.1%	
Play Areas :- Indirect Expenditure	<u>0</u>	<u>589</u>	<u>2,000</u>	<u>1,412</u>	<u>0</u>	<u>1,412</u>	<u>29.4%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(589)</u>	<u>(2,000)</u>	<u>(1,412)</u>				
<u>203 Millennium Green</u>								
1001 RENT RECEIVED	0	0	1,500	1,500			0.0%	
Millennium Green :- Income	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>			<u>0.0%</u>	<u>0</u>
4037 GROUNDS MAINTENANCE	0	0	500	500		500	0.0%	
Millennium Green :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>				
<u>204 Allotments</u>								
1001 RENT RECEIVED	250	973	1,000	28			97.3%	
Allotments :- Income	<u>250</u>	<u>973</u>	<u>1,000</u>	<u>28</u>			<u>97.2%</u>	<u>0</u>
4012 WATER RATES	39	344	400	56		56	86.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4013 RENT	0	0	275	275		275	0.0%	
4037 GROUNDS MAINTENANCE	0	235	250	15		15	94.0%	
Allotments :- Indirect Expenditure	<u>39</u>	<u>579</u>	<u>925</u>	<u>346</u>	<u>0</u>	<u>346</u>	<u>62.6%</u>	<u>0</u>
Net Income over Expenditure	<u>211</u>	<u>394</u>	<u>75</u>	<u>(319)</u>				
<u>301 Roads & Highways</u>								
4080 STREET CARE (ex S Glos)	0	2,343	3,124	781		781	75.0%	
Roads & Highways :- Indirect Expenditure	<u>0</u>	<u>2,343</u>	<u>3,124</u>	<u>781</u>	<u>0</u>	<u>781</u>	<u>75.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,343)</u>	<u>(3,124)</u>	<u>(781)</u>				
<u>302 Community Development</u>								
1082 Filton Festival	0	(68)	2,500	2,568			(2.7%)	
Community Development :- Income	<u>0</u>	<u>(68)</u>	<u>2,500</u>	<u>2,568</u>			<u>(2.7%)</u>	<u>0</u>
4701 GRANTS - N BRISTOL ADVICE	0	0	500	500		500	0.0%	
4702 GRANTS - TWINNING ASS'N	0	0	300	300		300	0.0%	
4703 GRANTS - FOUR TOWNS TPT	0	0	1,000	1,000		1,000	0.0%	
4706 GRANTS - Four Towns Play Assoc	0	0	4,280	4,280		4,280	0.0%	
4707 GRANTS - YOUTH PROVISION	0	17,500	17,500	0		0	100.0%	
4708 GRANTS - COMM'Y PARTNERSHIP	0	0	3,500	3,500		3,500	0.0%	
4711 GRANTS - S137 GENERAL	100	100	6,500	6,400		6,400	1.5%	
4720 CHRISTMAS ACTIVITIES	0	0	3,000	3,000		3,000	0.0%	
4725 FILTON FESTIVAL	0	0	10,000	10,000		10,000	0.0%	
Community Development :- Indirect Expenditure	<u>100</u>	<u>17,600</u>	<u>46,580</u>	<u>28,980</u>	<u>0</u>	<u>28,980</u>	<u>37.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(100)</u>	<u>(17,668)</u>	<u>(44,080)</u>	<u>(26,413)</u>				
<u>801 Corporate Management</u>								
4004 PENSION DEFICIT	(917)	(8,250)	(6,800)	1,450		1,450	121.3%	
Corporate Management :- Indirect Expenditure	<u>(917)</u>	<u>(8,250)</u>	<u>(6,800)</u>	<u>1,450</u>	<u>0</u>	<u>1,450</u>	<u>121.3%</u>	<u>0</u>
Net Expenditure	<u>917</u>	<u>8,250</u>	<u>6,800</u>	<u>(1,450)</u>				
<u>802 Democratic Rep'n & Mgmt</u>								
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4009 TRAVEL	0	0	50	50		50	0.0%	
4024 SUBSCRIPTIONS	0	0	200	200		200	0.0%	
4028 ELECTION COSTS	0	0	2,500	2,500		2,500	0.0%	
4033 NEWSLETTER	0	388	3,000	2,613		2,613	12.9%	

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 MEETING COSTS	0	0	150	150		150	0.0%	
Democratic Rep'n & Mgmt :- Indirect Expenditure	0	388	6,150	5,763	0	5,763	6.3%	0
Net Expenditure	0	(388)	(6,150)	(5,763)				
803 Civic Expenses								
4066 CHAIRMANS ALLOWANCE	0	0	950	950		950	0.0%	
Civic Expenses :- Indirect Expenditure	0	0	950	950	0	950	0.0%	0
Net Expenditure	0	0	(950)	(950)				
901 Central Services								
1001 RENT RECEIVED	0	0	2	2			0.0%	
Central Services :- Income	0	0	2	2			0.0%	0
4001 SALARIES & WAGES	8,681	78,133	114,300	36,167		36,167	68.4%	
4005 HR Costs-Service level agr'mnt	0	8,817	7,500	(1,317)		(1,317)	117.6%	
4007 COURSES/CONFERENCES	0	0	250	250		250	0.0%	
4008 TRAINING	0	0	2,500	2,500		2,500	0.0%	
4009 TRAVEL	0	0	200	200		200	0.0%	
4010 OTHER STAFF COSTS	0	0	1,600	1,600		1,600	0.0%	
4020 SUNDRY OFFICE & IT COSTS	393	4,741	4,000	(741)		(741)	118.5%	
4021 TELEPHONE & FAX	193	907	750	(157)		(157)	121.0%	
4022 POSTAGE	64	794	1,000	206		206	79.4%	
4023 STATIONERY/PRINTING	161	886	1,000	114		114	88.6%	
4024 SUBSCRIPTIONS	45	1,626	1,600	(26)		(26)	101.6%	
4026 PHOTOCOPY CHARGES	409	727	2,000	1,273		1,273	36.3%	
4027 OFFICE EQUIPMENT	50	259	500	241		241	51.8%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	0	313	0	(313)		(313)	0.0%	
4051 BANK CHARGES	36	478	1,500	1,022		1,022	31.9%	
4052 BANK INTEREST	0	10	0	(10)		(10)	0.0%	
4056 LEGAL FEES	0	525	1,000	475		475	52.5%	
4057 AUDIT FEES	0	0	3,300	3,300		3,300	0.0%	
4058 ACCOUNTANCY FEES	616	7,472	12,000	4,528		4,528	62.3%	
4060 OTHER PROF FEES	0	6,724	3,200	(3,524)		(3,524)	210.1%	
4115 LICENCES	0	320	0	(320)		(320)	0.0%	
Central Services :- Indirect Expenditure	10,647	112,831	158,200	45,369	0	45,369	71.3%	0
Net Income over Expenditure	(10,647)	(112,831)	(158,198)	(45,367)				

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Outside Services</u>								
1001 RENT RECEIVED	0	350	0	(350)			0.0%	
Outside Services :- Income	<u>0</u>	<u>350</u>	<u>0</u>	<u>(350)</u>				<u>0</u>
4001 SALARIES & WAGES	7,858	70,718	97,300	26,582		26,582	72.7%	
4006 PROTECTIVE CLOTHING	0	0	200	200		200	0.0%	
4008 TRAINING	0	0	500	500		500	0.0%	
4036 PROPERTY MAINTCE	0	1,287	1,500	213		213	85.8%	
4037 GROUNDS MAINTENANCE	0	2,732	2,500	(232)		(232)	109.3%	
4039 MISC EXPS, XMAS DECORATIONS	0	100	0	(100)		(100)	0.0%	
4040 EQUIPMENT & SMALL TOOLS	44	780	2,000	1,220		1,220	39.0%	
4041 EQUIPMENT HIRE	0	0	250	250		250	0.0%	
4042 EQUIPMENT MAINTCE	0	347	3,000	2,653		2,653	11.6%	
4044 VEHICLE FUEL,OIL & MAINT	0	2,196	2,500	304		304	87.8%	
Outside Services :- Indirect Expenditure	<u>7,901</u>	<u>78,160</u>	<u>109,750</u>	<u>31,590</u>	<u>0</u>	<u>31,590</u>	<u>71.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,901)</u>	<u>(77,810)</u>	<u>(109,750)</u>	<u>(31,940)</u>				
<u>909 Capital & Projects</u>								
1074 CIL Income	0	30,963	0	(30,963)			0.0%	
Capital & Projects :- Income	<u>0</u>	<u>30,963</u>	<u>0</u>	<u>(30,963)</u>				<u>0</u>
4054 LOAN INTEREST PWLB	775	1,220	1,732	512		512	70.4%	
4055 LOAN CAPITAL REPAID	7,276	14,371	14,371	0		0	100.0%	
4918 CAP Gates & Fencing	0	3,197	0	(3,197)		(3,197)	0.0%	
4978 CAP Fire Alarm Upgrade	0	0	32,101	32,101		32,101	0.0%	
4980 CAP - Defibrillators	0	2,450	0	(2,450)		(2,450)	0.0%	
4992 FUNDING FROM R CAP FUND	0	(2,450)	(32,101)	(29,651)		(29,651)	7.6%	
4993 TFR TO ROLLING CAPITAL FUND	0	40,000	40,000	0		0	100.0%	
4998 TFR TO EARMARKED RSV	0	30,963	0	(30,963)		(30,963)	0.0%	
4999 TFR FR EARMARKED RSV	0	(3,197)	0	3,197		3,197	0.0%	
Capital & Projects :- Indirect Expenditure	<u>8,051</u>	<u>86,554</u>	<u>56,103</u>	<u>(30,451)</u>	<u>0</u>	<u>(30,451)</u>	<u>154.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,051)</u>	<u>(55,591)</u>	<u>(56,103)</u>	<u>(512)</u>				
<u>998 Precept & Interest</u>								
1076 PRECEPT	0	981,786	981,785	(1)			100.0%	
1090 INTEREST RECEIVED	23	361	1,000	639			36.1%	
Precept & Interest :- Income	<u>23</u>	<u>982,147</u>	<u>982,785</u>	<u>638</u>			<u>99.9%</u>	<u>0</u>
Net Income	<u>23</u>	<u>982,147</u>	<u>982,785</u>	<u>638</u>				

Detailed Income & Expenditure by Budget Heading 04/02/2021

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	17,541	1,246,068	1,503,360	257,292			82.9%	
Expenditure	80,266	784,083	1,403,360	619,277	0	619,277	55.9%	
Net Income over Expenditure	<u>(62,725)</u>	<u>461,985</u>	<u>100,000</u>	<u>(361,985)</u>				
Movement to/(from) Gen Reserve	<u>(62,725)</u>	<u>461,985</u>						

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Summary Income & Expenditure by Budget Heading 04/02/2021

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Leisure Centre - General							
	Income	6,000	157,096	21,608	(135,488)			727.0%
	Expenditure	8,180	394,550	703,159	308,609		308,609	56.1%
	Movement to/(from) Gen Reserve	<u>(2,180)</u>	<u>(237,453)</u>					
102	Leisure Centre - Swimming Pool							
	Income	4,267	33,287	324,000	290,713			10.3%
	Expenditure	10,151	59,506	138,200	78,694		78,694	43.1%
	Movement to/(from) Gen Reserve	<u>(5,884)</u>	<u>(26,219)</u>					
103	Leisure Centre - Pool Vending							
	Income	0	0	500	500			0.0%
104	Leisure Centre - Bar							
	Income	725	51,556	152,450	100,894			33.8%
	Expenditure	213	55,720	164,769	109,049		109,049	33.8%
	Movement to/(from) Gen Reserve	<u>512</u>	<u>(4,164)</u>					
105	Leisure Centre - Indoor Sports							
	Income	0	(226)	9,700	9,926			(2.3%)
	Expenditure	302	1,688	17,000	15,312		15,312	9.9%
	Movement to/(from) Gen Reserve	<u>(302)</u>	<u>(1,914)</u>					
106	Leisure Centre - Outdoor Sport							
	Income	0	980	4,815	3,834			20.4%
	Expenditure	0	167	250	83		83	66.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>813</u>					
201	Playing Fields							
	Income	0	0	2,500	2,500			0.0%
	Expenditure	0	506	2,500	1,994		1,994	20.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(506)</u>					
202	Play Areas							
	Expenditure	0	589	2,000	1,412		1,412	29.4%
203	Millennium Green							
	Income	0	0	1,500	1,500			0.0%
	Expenditure	0	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Allotments							
	Income	0	973	1,000	28			97.3%
	Expenditure	13	592	925	333		333	64.0%
	Movement to/(from) Gen Reserve	<u>(13)</u>	<u>381</u>					
301	Roads & Highways							
	Expenditure	0	2,343	3,124	781		781	75.0%
302	Community Development							
	Income	0	(68)	2,500	2,568			(2.7%)
	Expenditure	0	17,600	46,580	28,980		28,980	37.8%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(17,668)</u>					
801	Corporate Management							
	Expenditure	0	(8,250)	(6,800)	1,450		1,450	121.3%
802	Democratic Rep'n & Mgmt							
	Expenditure	0	388	6,150	5,763		5,763	6.3%
803	Civic Expenses							
	Expenditure	0	0	950	950		950	0.0%
901	Central Services							
	Income	0	0	2	2			0.0%
	Expenditure	1,778	114,609	158,200	43,591		43,591	72.4%
	Movement to/(from) Gen Reserve	<u>(1,778)</u>	<u>(114,609)</u>					
902	Outside Services							
	Income	0	350	0	(350)			0.0%
	Expenditure	68	78,228	109,750	31,522		31,522	71.3%
	Movement to/(from) Gen Reserve	<u>(68)</u>	<u>(77,878)</u>					

Summary Income & Expenditure by Budget Heading 04/02/2021

Month No: 10

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
909 Capital & Projects	Income	0	30,963	0	(30,963)			0.0%
	Expenditure	0	86,554	56,103	(30,451)		(30,451)	154.3%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(55,591)</u>					
998 Precept & Interest	Income	18	982,165	982,785	620			99.9%
Grand Totals:- Income		11,010	1,257,078	1,503,360	246,282			83.6%
Expenditure		20,706	804,789	1,403,360	598,571	0	598,571	57.3%
Net Income over Expenditure		<u>(9,696)</u>	<u>452,289</u>	<u>100,000</u>	<u>(352,289)</u>			
Movement to/(from) Gen Reserve		<u>(9,696)</u>	<u>452,289</u>					

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Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 04/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
		Asset Value	Depreciation	Net Value
	<u>Fixed Assets</u>			
1	FREEHOLD LAND & BUILDINGS	2,214,528	1,520,977	693,551
11	LEASEHOLD LAND & BUILDINGS	25,000	6,500	18,500
21	VEHICLES & EQUIPMENT	555,859	521,014	34,845
41	INFRASTRUCTURE ASSET	191,408	180,560	10,848
61	COMMUNITY ASSETS	61,372	29,100	32,272
	Total Fixed Assets	3,048,167	2,258,151	790,016
	<u>Current Assets</u>			
105	VAT CONTROL	8,202		
115	OTHER DEBTORS	6,523		
119	MISSING CHEQUE BANKINGS	345		
120	STOCK - BAR	2,719		
121	STOCK - LEISURE	642		
200	BANK ACCOUNT-GENERAL	(12,341)		
201	BANK IMPREST WAGES AC	195,771		
215	POOL TAKINGS CASHBOOK	(117)		
220	PETTY CASH - OFFICE	132		
221	PETTY CASH - BAR	269		
225	FLOAT - BAR	295		
226	FLOAT - GAMBLING MACHINE	100		
230	FLOAT - POOL	165		
245	CCLA Public Sector Investment	395,000		
	Total Current Assets		597,706	
	<u>Current Liabilities</u>			
500	TRADE CREDITORS	2,555		
501	SUNDRY CREDITORS	(265)		
506	DEFERRED VAT COVID 19	1,253		
510	ACCRUED EXPENSES	750		
513	ACCRUED MISSING INVOICES	956		
525	PAYE AND NI DUE	9,992		
526	SUPERANNUATION DUE	5,938		
560	INCOME IN ADVANCE	4,500		
	Total Current Liabilities		25,679	
	Net Current Assets			572,027
	Total Assets less Current Liabilities			1,362,043
	<u>Long Term Liabilities</u>			
390	Deferred Grants Applied	1,471,220		
391	Deferred Grants Released	(1,258,443)		
401	PWLB Loan 486814	22,967		
	Total Long Term Liabilities		235,744	
	Total Assets less Total Liabilities			1,126,299
	<u>Represented by :-</u>			
300	CURRENT YEAR FUND	461,985		
310	GENERAL FUND	26,100		

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Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 04/02/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
315	ROLLING CAPITAL FUND	38,239	
325	EMR 4 Towns Play Association	300	
328	EMR Elections	10,338	
329	EMR CIL 19/20	4,101	
330	CAPITAL FINANCE ACCOUNT	554,272	
331	EMR CIL 20/21	30,963	
		<hr/>	<hr/>
	Total Equity		1,126,299

BANK ACCOUNT-GENERAL

List of Payments made between 08/01/2021 and 04/02/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2021	South Gloucestershire Council	Std Ord	6,246.00		Sports Centre Rates 20-21
11/01/2021	Barclays Bank PLC	DDR	24.00		Purchase Ledger Payment
12/01/2021	Co-Op Bank	DDR	10.50		Unpaid item fee
14/01/2021	Co-OP Bank	DDR	10.50		Unpaid item fee
15/01/2021	Co-Op Bank	DDR	21.00		2 x Unpaid item fee
19/01/2021	British Telecommunications plc	5559	116.12		M082X8/4920/British Telecommun
19/01/2021	Fitronics Ltd	5560	3,938.16		SUPC02863/4921/Fitronics Ltd
19/01/2021	CryoService Ltd	5561	201.30		415569497/4922/CryoService Ltd
19/01/2021	DL I.T. Solutions Ltd	5562	1,176.24		1002250/4926/DL I.T. Solutions
19/01/2021	Everflow Ltd	5563	1,301.71		819859/4927/Everflow Ltd
19/01/2021	Rentokil Initial UK Ltd	5564	195.95		33746040/4930/Rentokil Initial
19/01/2021	Cape Meridian Ltd	5565	39.00		2020/12/036/4931/Cape Meridian
19/01/2021	PKF Littlejohn LLP	5566	2,400.00		SB20203779/4933/PKF Littlejohn
19/01/2021	South Gloucestershire Council	5567	937.22		Purchase Ledger Payment
19/01/2021	Travis Perkins Trading Co Ltd	5568	52.44		3015APL878/4935/Travis Perkins
19/01/2021	Waterlogic GB Ltd	5569	44.83		5990463/4936/Waterlogic GB Ltd
19/01/2021	Zurich Municipal	5570	2,123.43		Purchase Ledger Payment
21/01/2021	British Gas	DDR1	275.28		955706948/4924/British Gas
22/01/2021	EE	D/CARD	20.00		Mobile top up
22/01/2021	British Gas	DDR2	2,718.58		191765136/4923/British Gas
29/01/2021	Pitney Bowes	DDR3	71.00		BH865621/4932/Pitney Bowes
03/02/2021	C. Brewer & Sons Ltd	5571	58.56		FLT/327906/4956/C. Brewer & So
03/02/2021	CryoService Ltd	5572	18.34		415676792/4954/CryoService Ltd
03/02/2021	DCK Accounting Solutions Ltd	5573	935.17		TPC9500/4960/DCK Accounting So
03/02/2021	South Gloucestershire Council	5574	635.16		3804555085/4962/South Gloucest
03/02/2021	Society of Local Council Clerk	5575	346.00		MEM233592/4961/Society of Loca
03/02/2021	Ernest Till (South West) & co	5576	1,389.60		Purchase Ledger Payment
03/02/2021	Travis Perkins Trading Co Ltd	5577	23.25		3015APM509/4963/Travis Perkins
03/02/2021	Viridor Waste Management Ltd	5578	1,771.54		Purchase Ledger Payment
03/02/2021	Whitehall Printing Co (Avon) L	5579	448.80		75765/4965/Whitehall Printing

Total Payments	<u>27,549.68</u>
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Minutes of the virtual Staffing Committee meeting held remotely via zoom on 1st December 2020 at 6p.m.

PRESENT: Cllrs:- D.Collins, A Doyle(Chairing), B.Mead

ALSO PRESENT: LR (Town Clerk) SF(Leisure Centre Manager), NP(Maintenance Manager) CW(Minute taking)

APOLOGIES:

101. Minutes. Minutes of the meeting held 3rd November 2020 approved as a true record.

102. Matters arising from the minutes not already included in the agenda
i. Minute 098 – The Data Subject Access Request - the response had now been sent.

103. Maintenance Manager Report updates were given on work completed during the lockdown 2.

104. Bar Managers Report – the manager was furloughed therefore a verbal update was given from the Town Clerk. As the local area was moving into Tier 3 there was no option to open the Ratepayers Arms. Even if the area dropped to Tier 2 we would need to be providing substantial meals, which again was not an option. Further advice was awaited on 16th December however as the Centre has already had plans to close for the Christmas period and staff were due to use annual leave during this period it was agreed to recommend that they remain closed and the situation reviewed in January 2021. It was reported that 2 members of staff would be temporarily returning from furlough to sort through stock and where possible return or sell to minimise any potential losses.

105. Leisure Centre Managers Report the committee were updated that staff were returning from furlough and the Centre would re-open on Thursday 3rd December albeit at a reduced capacity due to the current restrictions.

Staff had raised concern over their future employment should the council resolve to move to a new operator. Reassurance was given that there would be full consultation process with all departments should this decision be taken.

106. Ongoing HR issue a final letter had been sent to the resident and a reply received. It was agreed to refer the matter back to full council for agreement of 'no further action'.

107. Date of next meeting Tuesday 5th January 2021.

There being no further business, the meeting closed at 6.45p.m